

*THE PICTURESQUE
AND GROWING
CITY OF AUBURN
IS SEEKING A
COLLABORATIVE
AND ASTUTE
CITY MANAGER*



THE COMMUNITY AND REGION

Located in the rolling foothills of rapidly growing Placer County 30 miles northeast of Sacramento, the City of Auburn is just a 60-minute drive from the breathtaking beauty of Lake Tahoe. The snow-capped Sierra Nevada Mountain Range is only minutes away. Auburn's present population is 12,400, with an estimated population of 40,000+ in the greater Auburn area. The City encompasses a total of 7.5 square miles within its corporate limits. Auburn is a clean, friendly community with low crime, a "hometown" feel, historic buildings and an extensive scenic trails system.

At an elevation of 1,234 feet, Auburn is above the valley fog belt. The Sierra Nevadas are only minutes from Auburn. The moderate climate reflects an abundance of sunshine, 35 inches of precipitation annually and a rare snowfall. Residents have ready access to recreational activities such as golf, fishing, hunting, boating, hiking, horseback riding, camping, snow skiing and snow boarding. Placer County is the home to world-renowned ski resorts, including Squaw Valley, Alpine Meadows, Sugar Bowl and Northstar at Tahoe. Auburn and nearly all of Placer County are located on very stable soil from the standpoint of seismic activity potential.

The first culture that can be documented in Auburn is the Nisenan, a branch of the Maidu Native American Tribe. Hunters and fur trappers came to the area in the 1840s and, by the end of the decade, the discovery of gold in the region disrupted the peaceful, native style of the Nisenan. Much of what is now the City of Auburn was acquired through mining claims. Auburn became a central "jumping off" spot to more remote gold areas. A mining camp became officially known as Auburn in 1849, and in 1850 the population was 1,500.

By the 1860s Auburn was a full-fledged town with a sense of permanency. The Central Railroad came to Auburn in 1865 following a heated contest with its competitors. Auburn was first incorporated in 1860 and again in 1888. Auburn has six interesting museums and numerous stately historic buildings such as the prominent Placer County Courthouse that was constructed in 1898.

Known for their civic pride and spirit, community residents enjoy several annual celebrations such as the Auburn Wild West Stampede, Harvest Community Festival, Antiques and Collectibles Street Fairs, the Annual Festival of Lights Parade, the world-renowned Tevis Cup Endurance Ride, and the Western States 100-Mile Endurance Run. The Auburn Municipal Airport, located adjacent to the City's industrial park, is one of the busiest small airports in California and sponsors an annual air show. Also attesting to civic interest is the fact that the Auburn Chamber of Commerce has 900 members.

Hollywood found Auburn and its "All American" look many years ago and the community has provided a backdrop or focal point as a set for such films as "Phenomenon" with John Travolta, "Overboard" with Goldie Hawn and Kurt Russell, "Rocky and Bullwinkle," and the new thriller "Triple XXX."

Other incorporated cities in rapidly growing Placer County are Roseville, Rocklin, Loomis, Lincoln and Colfax. The county has a total population of 260,000, including about 100,000 in the unincorporated areas. Quality health care facilities are plentiful in the region including full-service hospitals in Auburn, Roseville and Sacramento, among others.

CITY GOVERNMENT

Auburn is a general law city with an annual budget of \$18.3 million and 89 full-time employees. In addition to a five-member City Council, other elective offices are City Treasurer and City Clerk. The next municipal election will be held in November of 2002. The Mayor (selected annually by the Council) and Council appoint the City Manager, City Attorney and members of various commissions and committees including Historic Design Review, Planning, Arts, Traffic, Historic Preservation, Annexation, Economic Development and Telecommunications. Department directors are appointed by the City Manager who also evaluates their performance. City departments include Police, Fire, Finance, Public Works, Building, Planning and Airport.

Major sources of revenue to finance the city's \$7.1 million adopted general fund "Expenditure Control Budget" appropriations are: sales tax (\$2.7 M), property tax (\$1.6 M), franchise fees (\$413 K), interest income (\$145 K), Vehicle License Fee (\$676 K), service charges (\$148 K), federal grants (\$40 K) and fines/forfeitures (\$81 K).

The principal general fund appropriations for 2002-2003 are: Police (\$2.6 M), Fire (\$944 K), Public Works (\$1.2 M), Building Maintenance (\$324 K), Finance/Personnel (\$310 K), Insurance (\$316 K), Building Inspection (\$183 K) and City Manager's office (\$193 K). A budgetary allocation of \$72,000 for "Business Development" has been approved and staffed in the City Manager's office. Debt service payments for the current fiscal year are \$647,000 and are more than offset by anticipated revenue. The city budget reflects a projected year-end reserve of approximately \$3,244,000 for the general fund.

City enterprise funds and restricted accounts and their respective current year appropriations are: Airport (\$5.4 M), Sewer (\$3.4 M), Transit (\$511 K), Redevelopment (\$394 K), Transportation and Gas Tax (\$1.7 M), Solid Waste Management (\$162 K), CDBG (\$11 K) and Facilities/Equipment Plan (\$184 K).

Staffing levels for salaried personnel in the various city departments and functions include: Public Works (18), City Manager (3), City Clerk (2), Community Development (4), Building Inspection (2), Building Maintenance (3), Finance/Personnel (5), Transit (4), Airport (1), Public Service Counter (3), Police (28) and Fire Department (13). The Fire Department is entering its fifth year in a transition from an all-volunteer department to a department that is served primarily by full-time employees.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of a new City Manager to replace incumbent Paul Ogden who will soon retire, the City Council has identified the current issues and priorities that will need to be addressed by the successful candidate:

Internal Operations and Organizational Development:

- Develop additional funding mechanism for the Fire Department's ongoing transition from heavy use of volunteers to a largely paid-staffing plan
- Develop pay-for-performance plan
- Determine best method of delivering human resources services
- Implementation of very recently completed classification and pay study
- Upgrades to the existing computer server, operating system and work stations

Economic Development and Infrastructure Needs:

- Continue collaborative public-private partnership to develop 4.3-acre park preserve project behind City Hall
- Carefully monitor proposals related to a long discussed Auburn Dam construction project
- Promote collaborative efforts for urban/wildland interface with external agencies (e.g. Bureau of Reclamation, State Department of Forestry, Bureau of Land Management, State Department of Parks and Recreation and others), for projects such as the development of shaded fuel breaks along the American River Canyon rim
- Monitor progress on proposed performing arts center project at the old State Theatre downtown
- Complete studies related to potential annexations
- Retain and recruit sales tax and job generating businesses that are compatible with Auburn's needs and values
- Provide leadership and coordination relating to the development of an enhanced wastewater treatment plant that uses ultra violet technology
- Amend Redevelopment Agency plan to expand project area boundaries
- Continue improvements at recently upgraded Auburn Airport

THE IDEAL CANDIDATE

The ideal candidate is a strongly committed individual who has a positive record of achievement and constructive working relationships with both internal and external stakeholders. He or she will actively solicit good ideas from all levels of the organization and will have the ability to earn respect and to foster innovative solutions to City problems through sound administrative practices and strategic planning skills. Specific qualifications are as follows:

Experience and Education

A Bachelor's degree in a relevant field is required and a Master's degree is desirable. An understanding of California's history, political structure and recent major state and federal legislative decisions is highly desirable.

Leadership and Management Style

The City Council is searching for a City Manager with the following additional leadership and management characteristics:

- Fair and equitable approach in dealing with Council, staff and citizens
- High energy and a commitment to quality government
- Approachable and accessible
- Solid understanding of local government dynamics
- Appreciation for the community's values and history
- Desire and ability to effectively interface with citizens and community groups

UNIQUE OPPORTUNITY

The Auburn City

*Council seeks a
skilled*

professional who

is energetic,

financially savvy,

well-informed

regarding human

resources issues,

collaborative,

innovative and

hands-on to

partner with the

Council, city staff

and community

in guiding the city

into the future.

- Knows how to instill customer service values in the organization
- A self-starter with a hands-on style and the ability to make things happen
- Strong oral and written communication skills
- Responsive to Council priorities
- Computer literate and have a broad understanding of technology available to help meet local government objectives
- Sincere people skills and the ability to earn and facilitate staff trust and teamwork without being a micromanager
- High level of honesty and integrity
- Foster a sense of accountability at all levels in the organization
- Financially astute with a sound working knowledge of grants, municipal budgeting practices and financial vehicles available for community improvements
- Savvy regarding economic development opportunities and constraints
- Ability to effectively assimilate ideas from a variety of credible sources

COMPENSATION AND BENEFITS

The salary for this position is negotiable to \$110,496 annually, depending on qualifications. The City provides an attractive benefits package that includes:

- Retirement—PERS 2% @ 55 (City pays employer and employee share)
- Health and Dental—Generous city participation in a flexible cafeteria program with insurance choices through the Cal PERS health system
- Leave—Liberal holiday, sick leave, administrative leave and vacation allowances
- Deferred compensation with city participation
- Auto allowance
- Life insurance—City-paid policy provided
- The Council is open to development of an employment agreement that includes performance incentive compensation.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Tuesday, September 3, 2002. To be considered, please submit to Shannon Executive Search a cover letter, list of three work-related references (who will **not** be contacted in the early stages of the recruitment), indication of current salary and a resume that reflects the size of staff and budget you have managed. Your resume should indicate both months **and** years of beginning/ending dates of current and prior positions held. For additional information regarding this opportunity contact David Harris at:



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 Web-site: www.cps.ca.gov/shannon

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary interview conducted by the consultant in mid to late September. It is anticipated that interviews with finalists will occur in mid October and that an appointment will be announced by early November, following reference and background checks.